# Response

#### **Instructions:**

**Select** *Bankruptcy or Adversary* 

**Select** Miscellaneous Activities OR Objection/Response to Motion or Application on the Bankruptcy Menu; Answers/Objections on the Adversary menu, then Objection/Response to an Action in an Adversary

**Enter** case number

**Verify** case number is correct

**Select** Document Event: Response

### **Select** Party

■ Party filer not listed, Add/Create New Party

## Browse, Verify and attach the correct pdf file

■ Add attachments, if applicable

**Select** Appropriate Event to which this event relates

- Narrow search by entering category type (motion or answer). Highlight all categories if unsure which category.
- Narrow search further by file date range or document # range.
- Select event

## **Review Docket Text for accuracy**

Warning!! Verify entry is correct before submitting.